



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: INDIVIDUAL PROGRAM COORDINATOR (IPC)

SALARY RANGE	\$2,925 - \$3,841 *
	*There is a Hire Above Minimum for this classification
	*There is a \$400/mo. Recruitment & Retention Bonus for this class
TENURE/TIME BASE	Permanent/ Full-Time
PROGRAM/DEPARTMENT	Quality Assurance Department
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center currently has a vacancy for a Full-Time Individual Program Coordinator (IPC). Under the professional supervision of a Standards Compliance Coordinator, and the administrative direction of the Program Director, the Individual Program Coordinator acts as a liaison between the consumer, family, community, and facility staff. The IPC is involved in the total system that serves the consumer from preadmission, admission, through program development and implementation, to evaluate alternate placement whether within the center or the community. The IPC maintains professional standards and ethical practices; participates as a core member of the Interdisciplinary Team in developing and reviewing the Individual Program Plan and is available as a consultant to off-residence and level of care staff regarding conditions of services; has an active involvement in admission, transfer, and discharge procedures; acts as a liaison between consumer, facility staff, family and community as an advocate for the individual. The Individual Program Coordinator participates in center-wide training and committees and other duties as assigned; incumbents must have knowledge of developments and trends in the field of Health and Welfare.

WHO IS ELIGIBLE TO APPLY:

Applicants must possess Civil Service Eligibility to apply which may consist of one of the following: List eligibility, lateral transfer eligibility or reinstatement to state service. Applicants must indicate their eligible status on the title section of the STD-678. For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov The Employment Application, STD-678, may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application, to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Reemployment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applicants must provide their original bachelor's degree in a human services field at time of interview. Provide a copy of your Human Services degree with your STD 678 – Employment application.

Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Eaved applications applications submitted

personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124
15000 Arnold Drive - P.O. Box 1493
Eldridge, CA 95431
(707) 938-6992 - Contact Terri Sievers for questions specific to the essential functions of the position only Civil Service Eligibility will be determined by Human Resources staff

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.